

**State of Connecticut
Department of Social Services
Job Opportunity
STOREKEEPER**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: August 28, 2014

Closing Date: September 2, 2014

The Department of Social Services is currently accepting applications for the job classification of Storekeeper. This position will be located in our Central Office.

Open To: The Public and State Employees
Position: Storekeeper (TC-12)
Position Number 90597
Salary Range: \$36,812.00 - \$46,845.00 (Annually)
Bargaining Unit: Maintenance (NP-2)
Hours: 8:00am – 4:30pm Monday thru Friday, 37.5 hours per week
Location: 55 Farmington Avenue, Hartford

DUTIES AND RESPONSIBILITIES:

Receives and issues stock and maintains records of receipts, requisitions, and stock on hand; arranges stock in planned fashion, with due account taken of age, accessibility, safety and security; clarifies amount and condition of stock on hand and reports all discrepancies or need for replenishment; verifies quantity and quality of incoming supplies against invoices, dray bills, bills of lading and orders; maintains housekeeping and security of stores area; takes required inventory of materials and supplies; receives gas station reports and makes necessary corrections; keeps mileage and maintenance records of vehicles in car pool; inspects material handling equipment, scales, gas pumps and other allied storeroom equipment for accuracy and safety; codes and inventories furniture and equipment; operates material handling equipment; may perform purchasing functions for inventory item stock replenishment; may drive motor vehicles as assigned; may enter data into a computer; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices including purchasing; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories; ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and auditory acuity, and must maintain such physical fitness as to be able to perform the position of Storekeeper.
2. A physical examination may be required.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION%20FORMS). State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters **in duplicate** to:

Kelly Geary
Principal Human Resources Specialist
Department of Social Services
Human Resources Division
55 Farmington Avenue-5th Floor
Hartford, CT 06105

APPLICATIONS MUST BE POSTMARKED BY TUESDAY, SEPTEMBER 2, 2014

Due to the large volume of applications received, we are unable to confirm receipt of applications.

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

An Affirmative Action/Equal Opportunity Employer
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.